



CIVIL SERVICE COMMISSION

Monday, April 10, 2017

COMMISSIONERS
John Costa - Vice Chair
Ron Le Doux
Don Nelson
Andrae Randolph - Chair
Rick Ward

AGENDA

145 Fulweiler Avenue, Suite 200
Auburn, California 95603

Lori Walsh, Human Resources Director
Paula Hood, Commission Clerk
Main Office: 530.889.4067
www.placer.ca.gov

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

Placer County Animal Services

The Ambassador Room

11232 "B" Avenue

Auburn, CA 95603

530.889.4060

3:00 PM ANIMAL SERVICES TOUR

4:00 PM OPEN SESSION

Roll Call

Flag Salute

I. Agenda Approval

II. Approval of Minutes from previous meeting – March 13, 2017

III. Public Comment: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

IV. New Business

A. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C)(5)(c.) for

employees assigned to the Air Pollution Control District and to the Health and Human Services Department.

B. Request to approve the proposed revisions to the following classification specifications of:

- Animal Control Officer - I and II;
- Animal Control Officer - Senior;
- Animal Control Officer - Supervising;
- Animal Control Officer –Senior Supervising;
- Animal Care Supervisor

C. Request to approve the proposed revisions to the Environmental Health Technical Specialist classification specification.

D. Request for approval of a Retroactive Non-Competitive Promotion for an employee assigned to the Health and Human Services Department.

V. COMMUNICATIONS - Reports to the Commission are informational items only. No action will be taken.

- A.** Provisional Appointments – (1) Health and Human Services
- B.** Staff Reports and Correspondence
1. Staff updates
 - Lori Walsh
- C.** Commissioner Comments

CLOSED SESSION

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A.** Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3 Section 3.04.650.

OPEN SESSION

- VI.** Report of action taken in closed session pursuant to Government Code Section 54957.1.
- VII.** Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
- VIII.** Adjournment

Civil Service Commission – Upcoming Regular Meeting

- Monday, May 8th – Auburn – Human Resources Department



AIR POLLUTION CONTROL DISTRICT

TO: Lori Walsh, Human Resources Director
FROM: Erik White, Air Pollution Control Director
DATE: March 6, 2017
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 01159280
Current Classification: Air Pollution Control Specialist II
WOC Classification: Planner, Associate
Initial WOC Effective Date: 15 Oct 2016, PP 10
Requested Extension Eff. Date: 15 Apr 2017, PP 23
Expiration Date of WOC: October 14, 2017, PP 10

REASON FOR WOC

Fill Behind a: ☐ Leave of Absence ☐ Retirement ☒ Resignation ☐ WOC

Other: ☐ Peak Workload/Special Project ☐ Pending Reclassification / Reallocation
☐ Other : <Describe Here>

PLAN TO END TEMPORARY WOC

☐ Request Submitted to Fill Vacancy ☐ Completion of Peak Workload / Special Project
☐ Return of Incumbent from LOA ☒ Other Assessing Organization Structure

BACKGROUND

This Work Out of Class is being requested to provide the District with the necessary continuity and workflow for state and federally mandated programs. The incumbent Planner accepted a position with the Placer County Planning Department and has been working full time for Planning effective October 14, 2016. Allowing the WOC for the position of Planner Associate will provide an interim solution to filling the current staffing shortage in this critical position.

District staff is currently in the process of analyzing the cost of services and programs to determine if adequate cost recovery is in place. District management is conducting a review of the District's mission objectives and the alignment of resources, as well as the availability of funding and staff to do the work needed. It has been fourteen years since a Resource Development Plan was created that laid out the District's current organizational structure, with staffing aligned with the District's mission objectives and priorities of that time.

The recent change in District's leadership provides an opportunity to re-examine the District's mission objectives and work priorities, as well as the overall organizational structure that best aligns staff resources to meet these goals. An update to the District's complete organizational structure that

Request for Work Out of Class (WOC) Pay

accommodates succession planning, as well as best meets ongoing and future goals, is currently being considered before moving forward with the recruitment for this position. The District is requesting this WOC extension for one additional six month period to allow the District sufficient time to adequately complete the above work and to provide the best provisional resolution to maintain the continuity of the program until a permanent replacement can be filled using an open recruitment. This candidate has the training and knowledge of the state and federal regulatory requirements. In the interim, we request that the above employee be continued to serve in a Work Out of Class capacity as the Planner Associate until the open recruitment and hire is completed. The incumbent meets the minimum requirements of Planner Associate.

RECOMMENDATION

It is therefore recommended that this employee be approved to receive WOC pay. Consistent with the guidelines presented under the Placer County Code section 3.08.510, and the PPEO and PCDSA MOUs, additional compensation for WOC pay shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen percent (15%). The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed WOC classification and in no case will exceed the amount the employee would receive if promoted to the WOC classification.

AUTHORITY

In line with the principle that an employee assigned higher level work or assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be eligible for WOC assignments. Individual employees may be certified by the Human Resources Department as being eligible for WOC pay when so assigned by the appointing authority or designee of that appointing authority (PCC sec. 3.08.510, PPEO and PCDSA MOUs).

PROVISIONS FOR WOC ASSIGNMENTS

- In consideration for the temporary nature of the WOC assignment and the fact that appointment has not been made to the WOC classification, the following guidelines apply:
 - For evaluation purposes, employee is rated in his or her current classification.
 - Evaluation rating periods are not impacted by WOC assignments.
 - Employee will continue to be eligible for merit increases as outlined in PCC section 3.04.650.
 - Employee will continue to accrue seniority in his/her regular position/classification.
 - Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments for two workdays or less or for training purposes.
- The department must notify the Human Resources Department when the WOC employee has a leave of absence that exceeds ten (10) working days since this will result in ending WOC compensation. The department must then notify Human Resources and submit the appropriate paperwork prior to continuing the employee in a WOC assignment upon his/her return from leave.
- Additional compensation for WOC shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen percent (15%). Salary amount will be rounded down to the nearest whole percentage as determined by Human Resources.
- Additional compensation will be reported as pensionable special compensation if it meets the criteria defined by CalPERS.
- While this WOC request is for a period of time not to exceed 180 days, it may end earlier as determined by the appointing authority.

_____ Information verified by HR

Updated 1/2017

Request for Work Out of Class (WOC) Pay

- Employee is not to begin the WOC assignment until the Human Resources Department certifies the individual is eligible for WOC pay.
- The requesting department is responsible for sharing this WOC request and the provisions set forth for a WOC assignment with the employee.



TO: Lori Walsh, Human Resources Director
FROM: Wesley Nicks, Director of Animal Services
DATE: April 10, 2017
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee ID: 01198950
Current Classification: Kennel Attendant
WOC Classification: Animal Care Supervisor
Initial WOC Effective Date: October 29, 2016; PP11
Requested Extension Eff. Date: April 28, 2017; PP23
Expiration Date of WOC: October 27, 2017; PP10

REASON FOR WOC

Fill Behind a: ☐ Leave of Absence ☐ Retirement ☐ Resignation ☐ WOC

Other: ☐ Peak Workload/Special Project ☐ Pending Reclassification / Reallocation
☒ Other: Provide supervision to Kennel staff while staffing needs of the new shelter are evaluated.

PLAN TO END TEMPORARY WOC

☐ Request Submitted to Fill Vacancy ☐ Completion of Peak Workload / Special Project
☐ Return of Incumbent from LOA ☒ Other: Position will be permanently filled or reassigned to another position in the near future.

BACKGROUND

The Animal Services Division requests to extend a current Work out of Class assignment for an Animal Care Supervisor to continue the oversight of the kennel attendants at the Auburn animal shelter. An extension is recommended to allow sufficient time to study the operation of the new animal care facility and determine the need to fill the position on a permanent basis.

The Animal Care Supervisor position requires expertise in animal care procedures, operating procedures and shelter safety programs. The supervisor organizes daily animal care needs and supervises the kennel attendants, coordinates with the veterinarian and oversees the volunteer programs. This includes prioritizing and assigning the daily workload of shelter operations and working with the veterinarian to ensure proper animal care is carried out. The Animal Care Supervisor works to implement progressive animal enrichment programs to reduce kennel stress and help make animals more adoptable. In addition, the Supervisor helps

Request for Work Out of Class (WOC) Pay

implement animal wellness programs and works with rescue groups to help find homes for stray animals. The person in this position also helps develop and implement the shelter volunteer program by training new volunteers, expanding community outreach. The Supervisor is also responsible for advertising adoptable animals through social media platforms. This position ensures all animals have the best adoption chances and ensures best state of the art shelter management practices are followed.

RECOMMENDATION

It is therefore recommended that the current WOC Animal Care Supervisor be approved to receive an additional 180 day WOC pay. Consistent with the guidelines presented under the Placer County Code section 3.08.510, and the PPEO and PCDSA MOUs, additional compensation for WOC pay shall be no less than a minimum of five percent (5%) or exceed a maximum of fifteen percent (15%). The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed WOC classification and in no case will exceed the amount the employee would receive if promoted to the WOC classification.

AUTHORITY

In line with the principle that an employee assigned higher level work or assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be eligible for WOC assignments. Individual employees may be certified by the Human Resources Department as being eligible for WOC pay when so assigned by the appointing authority or designee of that appointing authority (PCC sec. 3.08.510, PPEO and PCDSA MOUs).

PROVISIONS FOR WOC ASSIGNMENTS

- In consideration for the temporary nature of the WOC assignment and the fact that appointment has not been made to the WOC classification, the following guidelines apply:
 - For evaluation purposes, employee is rated in his or her current classification.
 - Evaluation rating periods are not impacted by WOC assignments.
 - Employee will continue to be eligible for merit increases as outlined in PCC section 3.04.650.
 - Employee will continue to accrue seniority in his/her regular position/classification.
 - Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments for two workdays or less or for training purposes.
- The department must notify the Human Resources Department when the WOC employee has a leave of absence that exceeds ten (10) working days since this will result in ending WOC compensation. The department must then notify Human Resources and submit the appropriate paperwork prior to continuing the employee in a WOC assignment upon his/her return from leave.
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- Additional compensation will be reported as pensionable special compensation if it meets the criteria defined by CalPERS.
- While this WOC request is for a period of time not to exceed 180 days, it may end earlier as determined by the appointing authority.

_____ Information verified by HR

Updated 1/2017

Request for Work Out of Class (WOC) Pay

- Employee is not to begin the WOC assignment until the Human Resources Department certifies the individual is eligible for WOC pay.
- The requesting department is responsible for sharing this WOC request and the provisions set forth for a WOC assignment with the employee.



PLACER COUNTY
HUMAN RESOURCES DEPARTMENT
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MEMORANDUM

To: Civil Service Commission
From: Lori Walsh, Human Resources Director
By: Natalie Wilhite, Human Resources Analyst
Date: April 10, 2017
Subject: Request for Classification Specification Revision – Animal Control Officer I/II; Animal Control Officer Senior; Animal Control Officer Supervising; Animal Control Officer Supervising Senior; and Animal Care Supervisor

Recommendation

It is recommended that the Civil Service Commission approve the proposed revisions to the Animal Control Officer I/II; Animal Control Officer Senior; Animal Control Officer Supervising; Animal Control Officer Supervising Senior; and Animal Care Supervisor classification specification.

Background

California Penal Code 832 was amended effective July 2015 to clarify initial and ongoing training requirements for Animal Control Officers. Prior to July 2015 all California Animal Control Officers were required to pass Penal Code 832 Module A training before being appointed to the position. Since July 2015 while the same training is required, it is no longer called Module A, but is specified as Arrest and Firearms training. This training requirement is referenced in the classification specifications for the Animal Control Officer series and the Animal Care Supervisor. The Animal Control Officer series requires the Arrest and Firearms training because they are in the field and need these skills to enforce state and county laws. The Animal Care Supervisor does not require this training, as they primarily supervise the kennel staff and the animal shelter; however this training is referenced as a distinguishing characteristics in the classification specification distinguishing this class from the Animal Control Supervisor. The attached classification specifications include proposed revisions to ensure that our Animal Service Department uses updated language in regards to its training requirements.

April 10, 2017

Classification Specification Revision Request – Animal Control Officer series and Animal Care Supervisor

Page 2

Basis for Recommendation

Human Resources staff worked with and the Animal Services Division of Health and Human Services to update the Animal Control Officer I/II specification with the revised training requirements. During this process it was noticed that the current classification specifications contained additional outdated language related to supervision received and exercised and the description of essential duties.

The supervision received and exercised requires updating the language to reflect the current Animal Services structure. The Animal Control Officer Supervisor, Animal Control Officer Supervisor - Senior and the Animal Care Supervisor classification specifications currently reflect that they receive supervision from a Client Services Program Manager. This management classification is a generalized classification used within Health and Human Services to permit management the flexibility to work between divisions. However, it was determined that Animal Services did not fall under the general classification of management and that managers in this role need to be specific to Animal Services. The proposed update to the classification specifications clarifies the supervision received will primarily come from the Animal Services Manager.

To be consistent with industry standards, updates are recommended to eliminate outdated language in the description of the essential duties. These updates now accurately reflect duties being carried out, and are consistent with the animal control industry.

For your Commission's consideration, these class specification updates will allow us to better represent the job to potential applicants and ensure that we are in compliance with industry standards and state requirements. Attached for the Commission's information and consideration is a copy of the proposed revisions to these classification specifications.

The Health and Human Services Department and the Placer Public Employees Organization have reviewed this information and support and concur with the Human Resources Department's recommendations.

Attachments:

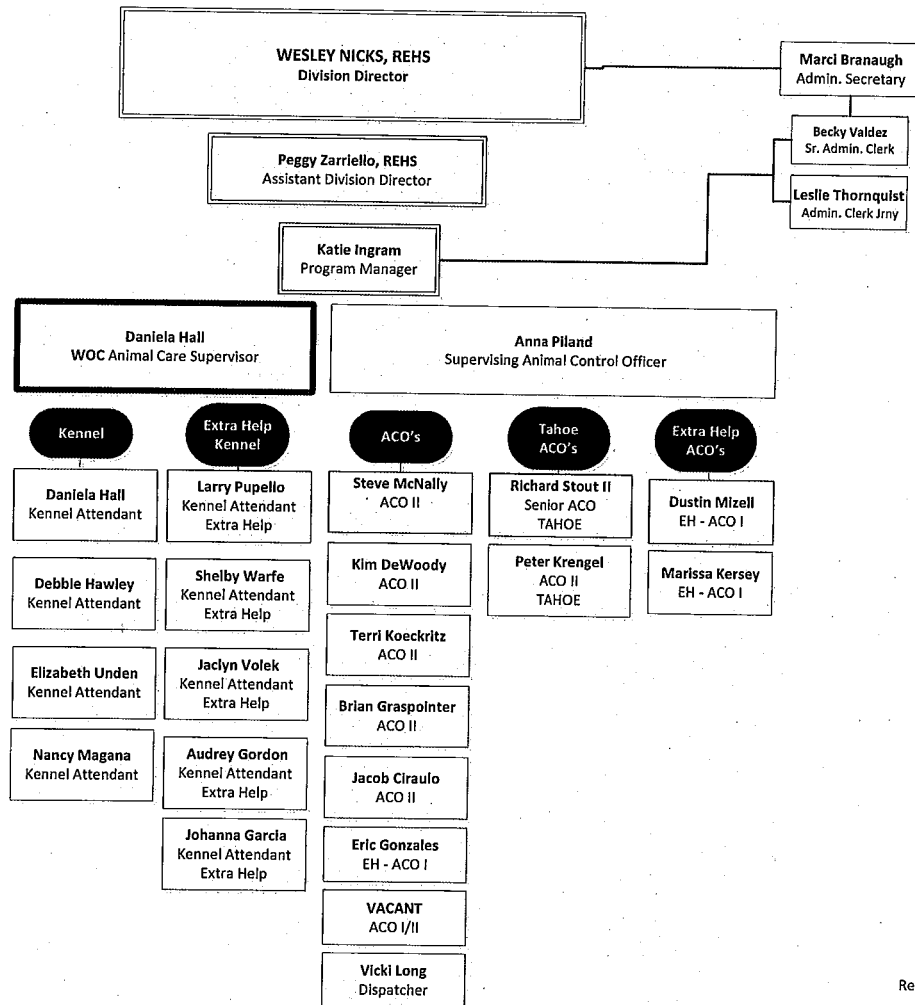
Attachment A – Organizational Chart

Attachment B – Updated Class Specifications

cc: Jeff Brown, Director of Health and Human Services
Wesley Nicks, Division Director of Environmental Health and Animal Services
James Britton, Business Representative, IUOE Stationary Engineers Local 39
Anthony Crans, Business Representative, IUOE Stationary Engineers Local 39



Placer County Health & Human Services Department
Animal Services Division



Revised 03/20/17

ANIMAL CONTROL OFFICER I ANIMAL CONTROL OFFICER II

DEFINITION

To ~~provide public protection in regards to rabid animals and suspected rabid animals; to explain and enforce laws and ordinances pertaining to the humane treatment and control of large and small animals; to feed and care for injured and impounded animals~~ provide for and promote public safety in the prevention of rabies and other communicable diseases that can be transferred from animals to humans; conduct public education and outreach regarding the humane treatment of animals and animal control laws; and to respond to animal related emergencies; ~~and to educate the public on animal care.~~

DISTINGUISHING CHARACTERISTICS

Animal Control Officer I: This is the entry level class in the Animal Control Officer series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Animal Control Officer II: This is the full journey level class within the Animal Control Officer series. This class is distinguished from the Animal Control Officer I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Senior Animal Control Officer in that the latter works in a lead or specialized capacity by overseeing ~~the kennel~~ additional animal service operations.

SUPERVISION RECEIVED AND EXERCISED

ANIMAL CONTROL OFFICER I

Receives immediate supervision from a Supervising Animal Control Officer and technical and functional supervision from an Animal Control Officer II and a Senior Animal Control Officer.

ANIMAL CONTROL OFFICER II

Receives general supervision from a Supervising Animal Control Officer and technical and functional supervision from a Senior Animal Control Officer.

May exercise technical and functional supervision over the Animal Control Officer I.

PLACER COUNTY

Animal Control Officer I

Animal Control Officer II (Page 2)

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Patrol a designated geographical area of the County and enforce animal regulations, laws and ordinances; contact dog owners by house-to-house canvass to locate unlicensed or unvaccinated dogs; receive and investigate complaints and reports from the public and other agencies regarding stray, dangerous, unwanted or improperly controlled animals; tactfully handle complaints, trying to remedy the problem; consult supervisors by radio in the handling of unusual and/or difficult situations.

Issue violation notices and court citations, collect evidence and appear in court as a witness, as necessary; carry out law enforcement procedures including warrants, arrests, search and seizures, issuing warnings, dangerous animal statements and citations; work cooperatively with other law enforcement groups when joint action is required.

Use tranquilizer guns, shotguns, rifles, ~~side-arms~~ and other related equipment to control or destroy dangerous and/or injured animals, as a last alternative.

Answer emergency calls concerning persons bitten by animals; quarantine potentially rabid animals; check potentially rabid animals at intervals as directed and release animals from quarantine at the end of a safe time period, as directed; issue citations for violation of the quarantine.

Assist in arranging for and setting up immunization clinics; may assist veterinarian with vaccinations and animal inspections.

Administer first aid or minor treatments to animals; pick up and transport sick, injured or dead animals; impound animals and release impounded animals to owners; may segregate, isolate, destroy and dispose of animals.

Perform euthanasia procedures to ensure safe and humane treatment, perform chemical restraint procedures as necessary.

Prepare food and feed animals; clean kennels and related areas; may participate in front office and kennel operations.

Assist the public in claiming impounded animals; ~~select most marketable animals and~~ assist customers in pet selection; answer questions concerning age, breed, characteristics, care and treatment of animals; advise public of legal rights; explain and interpret animal control laws, regulations, procedures and policies.

Interact with the public in a professional and knowledgeable manner to maintain public confidence and safety; speak at schools and to other community groups concerning animal control services.

Assist public with obtaining licensing information by directing them to online resources;

Sell licenses and turn in collected fees.

Prepare reports, keep records and fill out forms concerning animal control violations and transactions.

May assist with the training of new Animal Control staff.

Operate and perform minor maintenance on all equipment used in the field and the kennels including: vehicles, weapons, traps, catch-poles and cages.

Clean and disinfect shelter facilities, vehicles and equipment as necessary.

Perform related duties as assigned.

PLACER COUNTY
Animal Control Officer I
Animal Control Officer II (Page 3)
MINIMUM QUALIFICATIONS

ANIMAL CONTROL OFFICER I

Knowledge of:

- Feeding and care of animals.
- Basic mathematical calculations.
- English ~~language skills~~ usage, spelling, grammar and punctuation.

Ability to:

- Learn to care for and control animals in a safe manner, including livestock, so as to avoid injury to persons and animals.
- On a continuous basis, know and understand all aspects of animal control operations; intermittently analyze work papers, reports and special projects; continuously observe for animal violations; problem solve field situations; and explain animal control related laws to public.
- On an intermittent basis, sit at desk or in vehicle; walk and stand during field activities; bend, squat, kneel or twist while working in field or kennel operations; perform simple and power grasping, pushing, pulling and fine manipulation; and lift very heavy weight.
- Learn the provisions of State and County laws and regulations relating to animal control and licensing; assist other Animal Control Officers in their enforcement activities.
- Learn to recognize symptoms of rabies and animal diseases; learn the techniques involved in restraining and isolating animals suspected of having bitten individuals or of having rabies.
- Learn the methods involved in feeding and caring for impounded animals.
- Learn to safely operate ~~small~~-firearms.
- Properly measure drugs into hypodermic syringes for chemical restraint and euthanasia; perform euthanasia in the most humane manner possible.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work effectively in stressful situations, exercise good judgment; exercise good judgment and make sound decisions under a variety of conditions.
- Communicate clearly and concisely, both orally and in writing.
- Read and comprehend the laws and regulations pertaining to animal control.
- Prepare and maintain accurate records and forms.

PLACER COUNTY
Animal Control Officer I
Animal Control Officer II (Page 4)

- Work shifts, standby, weekends and holidays on a rotating basis.
- Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

No experience is required. Experience in the care and handling of domestic, farm and/or ranch animals is preferred.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

- Possession of a certificate showing successful completion of a P.O.S.T. Basic course, the P.O.S.T. training requirements for Penal Code 832, ~~Module A, Arrest and~~ Firearms Training or P.O.S.T. equivalent training course.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

ANIMAL CONTROL OFFICER II

In addition to the minimum qualifications for an Animal Control Officer I:

Knowledge of:

- Techniques and procedures for the safe, humane and efficient handling of animals.
- Provisions of State and County laws and regulations relating to animal control, treatment, impounding and licensing.
- Investigative procedures and processes.
- Symptoms of common animal diseases.
- Common breeds of domestic animals and appropriate practices for their care, handling and feeding.

Ability to:

- Handle animals humanely and safely, including livestock.
- Read, comprehend and apply laws and regulations pertaining to animal control.
- Present evidence and testify in court cases;
- Clearly explain animal control procedures and regulations to the public.

PLACER COUNTY

Animal Control Officer I

Animal Control Officer II (Page 5)

- Exercise tact and good judgment; work effectively in stressful situations; exercise good judgment and make sound decisions under a variety of conditions.
- Perform euthanasia of an animal with a weapon or chemical immobilizer in a safe and humane manner.
- Discharge firearms safely and accurately.
- Communicate effectively both orally and in writing.
- Recognize symptoms of rabies and other animal diseases.
- Keep statistical records.
- Be sensitive to various cultural and ethnic groups present in the community.
- Obtain information through interview and interrogation; deal fairly and courteously with the public.
- Establish and maintain effective and cooperative working relations with those contacted in the course of work.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of experience in a position similar to an Animal Control Officer I in Placer County.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

- Possession of a certificate showing successful completion of P.O.S.T. Basic course, the P.O.S.T. training requirements for Penal Code 832, ~~Module A, Arrest and~~ Firearms Training or P.O.S.T. equivalent training course.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

SENIOR ANIMAL CONTROL OFFICER

DEFINITION

Under general supervision, to perform the more difficult or responsible animal control functions; and to train new employees.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Animal Control Officer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series acting in a lead capacity over other Animal Control staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Animal Control Officer and/or higher level supervisory or management staff.

Exercises technical and functional supervision over technical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Oversee staff during routine operations of enforcement of animal regulations, laws, and ordinances.

In the absence of the Supervising Animal Control Officer, act as lead over field officers by assisting in the assignment and review of work and cases.

Assist in the training of field and kennel staff, trustee/work release individuals, community service workers and volunteers.

Oversee equipment and supply needs of the field operations; maintain inventory, and place supply orders with Supervising Animal Control Officer as needed.

Oversee the maintenance on all equipment used in the field operation including vehicles, weapons, traps, catch-poles and cages.

Assist the Supervising Animal Control Officer with documentation, analysis and reporting of animal impound and deposition statistics.

Train field staff and perform euthanasia and chemical restraint procedures to ensure the safe and humane delivery. When necessary, perform euthanasia in the most humane manner possible.

Counsel public regarding animal behavior, care and restraint.

PLACER COUNTY

Senior Animal Control Officer (Page 2)

Conduct shelter tours for invited groups.

Build and maintain positive working relationships with coworkers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

EXAMPLES OF NON-ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Make presentations at schools and to community groups on animal care and handling.

Assist with the maintenance of equipment and vehicles used in animal control services.

MINIMUM QUALIFICATIONS

Knowledge of:

- Animal control field operations including capture and restraint equipment, field euthanasia procedures and transportation of animals.
- Euthanasia procedures including sodium pentobarbital and weapons.
- Laws, ordinances and regulations related to the control and protection of animals.
- Legal liabilities and responsibilities of those concerned with the enforcement of animal control regulations.
- Characteristics and behavior of animals.
- Common animal diseases; the causes, symptoms and required procedures for rabies.
- Equipment and methods used in the capture and restraint of animals.
- Use and care for small firearms and other law enforcement equipment and tools.
- Licensing, quarantine and impounding regulations.

Ability to:

- Care for and control animals in a safe manner, including livestock, so as to avoid injury to persons and animals.
- On a continuous basis, know and understand all aspects of animal control operations; intermittently analyze work papers, reports and special projects; continuously observe for animal violations, problem solve field situations; and explain animal control laws to public.
- On an intermittent basis, sit at desk or in vehicle; walk and stand during field activities; bend, squat, kneel or twist while working in field; perform simple and power grasping, pushing, pulling and fine manipulation; and lift very heavy weight.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow written and oral instructions.

PLACER COUNTY

Senior Animal Control Officer (Page 3)

- Act quickly and calmly in emergency situations.
- Obtain information through interview and interrogation and to deal fairly and courteously with the public.
- Analyze situations quickly and objectively to determine proper course of action.
- Oversee and train assigned staff.
- Work independently on assignments.
- Testify in court.
- Read, comprehend and interpret laws and regulations pertaining to animal control.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet the physical requirements necessary to safely and effectively perform required duties without risk of injury to self or others.
- Discharge firearms both safely and accurately.
- Properly measure drugs into hypodermic syringes for chemical restraint and euthanasia; perform euthanasia in the most humane manner possible.
- Read maps effectively.
- Work shifts, standby, weekends and holidays on a rotating basis.
- Establish and maintain records and logs; prepare related reports.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years increasingly responsible experience in either an animal care/protection or law enforcement agency performing duties similar to an Animal Control Officer in Placer County.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

PLACER COUNTY

Senior Animal Control Officer (Page 4)

- Possession of a certificate showing successful completion of a P.O.S.T. Basic course, the P.O.S.T. training requirements for Penal Code 832, ~~Module A, Arrest and Firearms Training~~ or P.O.S.T. equivalent training course.
- Possession of, or ability to obtain prior to completion of the probationary period, a certificate in euthanasia procedures.

SUPERVISING ANIMAL CONTROL OFFICER

DEFINITION

To plan, organize, direct and supervise animal control operations within a specific geographical area; to assist the Client-Animal Services Program-Manager in the administration of animal control activities including kennel and field services; and to act as liaison between community groups, private agencies and other governmental jurisdictions for Placer County Animal Control.

DISTINGUISHING CHARACTERISTICS

The supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and is responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Client-Animal Services Program-Manager or other higher level supervisory or management personnel.
Exercises direct supervision over assigned technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Within a particular geographical area, plan, prioritize, assign, supervise and review the work of staff involved in animal control activities including prosecution of violations of animal control ordinances and laws and the impounding, releasing, sale and/or destruction of stray or dangerous animals.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for animal control activities; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for assigned personnel and equipment; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Work cooperatively with other law enforcement groups and animal related organizations when joint action is required.

PLACER COUNTY

Supervising Animal Control Officer (Page 2)

Supervise and review the recording of all citations issued; assist staff in the investigation and preparation of formal complaints for court action against violators of ordinances and laws; prepare case files; assemble necessary documentation; submit and discuss cases with the ~~Client~~ Animal Services Program Manager and staff of the District Attorney's Office as appropriate.

Set up maintenance schedules for tranquilizer guns, rifles, shotguns and any other weapons required in the performance of animal control duties to ensure that they are kept in safe operating condition.

Supervise and train staff in the practice of euthanasia.

Handle and impound large and small, domestic and wild animals in order to assure public safety and animal welfare.

Investigate complaints of potential violations to achieve compliance with pertinent State laws and local ordinances.

Supervise staff in the enforcement of quarantine procedures to protect public health.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

May be required to provide supervision to animal shelter operations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of animal control, care and custody.
- Equipment, tools and materials used in animal control, including feeding, kenneling and general handling of large and small animals.
- Causes, symptoms and safe handling of rabid and diseased animals; legal regulations, reports and procedures for handling rabies.
- Principles of supervision, training and performance evaluation.
- Principles of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Legal liabilities and responsibilities of those concerned with the enforcement of animal control regulations and laws.
- Use and care for department issued weapons and other law enforcement equipment and tools.
- Offensive and defensive weapons nomenclature and theory; use and care of firearms, chemical agents, baton and other related law enforcement paraphernalia.
- Various breeds of animals and their care and feeding.

Ability to:

- Organize, implement and direct animal control operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk or in vehicle for long periods of time; walk and stand during field activities; bend, squat, kneel or twist while working in the field or kennel operations; perform simple and power grasping, pushing, pulling and fine manipulation. Intermittently, twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and occasionally lift very heavy weight.
- Use chemical restraints, tranquilizers and traps; oversee euthanasia of animals with weapons or chemical immobilizers in a safe and humane manner.
- Operation of an emergency vehicle which includes skid training, high speed pursuit, defensive driving, and emergency driving; firearm training in order to learn good judgment and competency in the use of deadly force, ancillary police weaponry, and weaponless defense.
- Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent County and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Resolve confrontations in a sensitive manner; exercise tact and good judgment.
- Gather evidence; prepare a case for court; testify in court.
- Care for and safely handle animals, both large and small, including livestock.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Work shifts, standby, weekends and holidays on a rotating basis.
- Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

PLACER COUNTY
Supervising Animal Control Officer (Page 4)

Experience:

Three years of increasingly responsible experience with licensing, patrolling, kenneling or enforcement work in an animal care/protection, ~~or law enforcement agency~~, including at least one year experience performing duties similar to an Animal Control Officer II in Placer County.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

- May require the possession of, or ability to obtain, a valid California state driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possession of a certificate showing successful completion of a P.O.S.T. basic course, the P.O.S.T. training requirements for Penal Code 832, ~~Module A,~~ Arrest and Firearms Training or P.O.S.T equivalent training course.
- Possession of or ability to obtain prior to completion of the probationary period, a certificate in euthanasia procedures.

SENIOR SUPERVISING ANIMAL CONTROL OFFICER

DEFINITION

To plan, organize, direct and supervise county-wide animal control operations; to assist in the administration of the County's animal control activities including kennel and field services; and to act as a resource and liaison between community groups, private agencies and other governmental jurisdictions for Placer County Animal Control.

DISTINGUISHING CHARACTERISTICS

The Senior Supervising Animal Control Officer classification not only performs second-line supervisory duties but also performs a variety of administrative functions in support of the County's animal control program. This senior supervisory level is distinguished from the Supervisory Animal Control Officer classification in that the former is responsible for county-wide animal control operations and is responsible for performing significant administrative and operational functions on a divisional level. This single position job class acts as the primary resource to managements, staff, other county departments and work units, community organizations and the general public regarding the technical and operations processes and procedures of animal control.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a ~~Client~~Animal Services Director/Manager and/or other management staff.

Exercises direct supervision over assigned supervisory, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist in the day-to-day supervision of operational and programmatic activities within the County's animal control program.

Plan, prioritize, assign, supervise and review the work of staff involved in the sale of animal licenses, collection of fees, prosecution of violations of animal control ordinances and laws and the impounding, releasing, sale and/or destruction of stray or dangerous animals.

Act as a primary resource and liaison regarding the technical and operational functions of the County's animal control operations, programs and facilities; represent the County's animal control division on inter-agency task forces, special projects, and other community outreach activities as assigned.

Recommend and implement goals and objectives; establish schedules and methods for animal control activities including field and kennel operations; implement policies and procedures.

PLACER COUNTY

Senior Supervising Animal Control Officer (Page 2)

Evaluate operations and activities of assigned programmatic, administrative and operational responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for assigned personnel and equipment; monitor and control expenditures; prepare and maintain the program's equipment inventory.

In absence of the ~~Client~~ Animal Services Director-Manager assumes lead role for shelter, field and office staff.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Direct the operations of the County's primary animal shelter including feeding, kenneling and the general handling of large and small animals; work to market efforts to encourage redemptions and adoptions of animals.

Work cooperatively with other law enforcement groups and animal related organizations when joint action is required.

Supervise and review the recording of all citations issued; assist staff in the investigation and preparation of formal complaints for court action against violators of ordinances and laws; prepare case files; assemble necessary documentation; submit and discuss cases with the ~~Client~~ Animal Services Director-Manager and staff of the District Attorney's Office as appropriate.

Set up maintenance schedules for tranquilizer guns, rifles, shotguns and any other weapons required in the performance of animal control duties to ensure that they are kept in safe operating condition.

Investigate complaints of potential violations to achieve compliance with pertinent State laws and local ordinances.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Supervise, monitor and train staff and ~~volunteers~~ in such technical functions as the practice of euthanasia, enforcement of quarantine procedures, and the handling and impounding of large and small domestic and wild animals in order to assure public safety and animal welfare.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of animal control, care and custody.
- Equipment, tools and materials used in animal control, including feeding, kenneling and general handling of large and small animals.
- Causes, symptoms and safe handling of rabid and diseased animals; legal regulations, reports and procedures for handling rabies.
- Principles of supervision, training and performance evaluation.

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Senior Supervising Animal Control Officer (Page 3)

- Principles of budget monitoring and inventory control.
- Principles and practices of safety management and public health practices.
- Pertinent local, State and Federal laws, ordinances and rules.
- Legal liabilities and responsibilities of those concerned with the enforcement of animal control regulations and laws.
- Use and care for small-firearms and other law enforcement equipment and tools.
- Offensive and defensive weapons nomenclature and theory; use and care of firearms, chemical agents, baton and other related law enforcement paraphernalia.
- Various breeds of animals and their care and feeding.
- Standard and accepted practices of documentation, recordkeeping and reporting for compliance with pertinent state and local guidelines and regulations.

Ability to:

- Organize, implement and direct animal control operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk or in vehicle for long periods of time; walk and stand during field activities; bend, squat, kneel or twist while working in the field or kennel operations; perform simple and power grasping, pushing, pulling and fine manipulation. Intermittently, twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and occasionally lift very heavy weight.
- Use chemical restraints, tranquilizers and traps; oversee euthanasia of animals with weapons or chemical immobilizers in a safe and humane manner.
- Operate an emergency vehicle which includes skid training, high speed pursuit, defensive driving, and emergency driving; complete firearm training in order to learn good judgment and competency in the use of deadly force, ancillary police weaponry, and weaponless defense.
- Supervise, train and evaluate assigned staff.
- Analyze problems, identify alternative solutions, and recommend most effective course of action.
- Interpret and explain pertinent County and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.

PLACER COUNTY

Senior Supervising Animal Control Officer (Page 4)

- Resolve confrontations in a sensitive manner; exercise tact and good judgment.
- Gather evidence; prepare a case for court; testify in court.
- Care for and safely handle animals, both large and small, including livestock.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Work shifts, standby, weekends and holidays on a rotating basis.
- Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in caring for, licensing, impounding and disposing of animals in a public animal control program, including two years of performing supervisory functions.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in business administration, management, animal science or a related field.

License or Certificate:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possession of a certificate showing successful completion of the P.O.S.T. training requirements for Penal Code 832, ~~Module A, Arrest and Firearms Training~~.
- Completion of all levels of the California State Humane Academy.

ANIMAL CARE SUPERVISOR

DEFINITION

To plan, organize, direct and supervise kennel operations; to assist the ~~Client~~ Animal Services Program Manager in the administration of animal shelter services; and to act as liaison between community groups, private agencies and other governmental jurisdictions for Placer County Animal Services.

DISTINGUISHING CHARACTERISTICS

The supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department. This class is distinguished from the Supervising Animal Control Officer in that the latter supervises animal control field activities and is required to possess a P.O.S.T. Basic Course certificate including the training requirements for Penal Code 832, ~~Module A, Arrest and Firearms Training.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a ~~Client~~ the Animal Services Program Manager or other higher level supervisory or management personnel.

Exercises direct supervision over assigned technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, prioritize, assign, supervise, and review the work of staff involved in the impounding, releasing, adoption and/or ~~destruction~~ euthanasia of stray, unwanted or dangerous animals.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for animal shelter operations; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for assigned personnel and equipment; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff and volunteer training; work with employees to correct deficiencies; implement discipline procedures.

Direct the operations of an animal shelter including feeding, kenneling and the general handling of all animals; work to market efforts to encourage redemptions and adoptions of animals.

PLACER COUNTY
Animal Care Supervisor (Page 2)

Supervise and participate in the maintenance of the animal shelter facilities and grounds to ensure a clean, sanitary and safe condition; cleaning and disinfecting of kennels and cages; feeding, watering and grooming of animals; provide first aid to wounded animals.

Supervise staff in the practice of euthanasia to ensure safe and humane treatment; perform euthanasia by injection as required and dispose of unwanted, unclaimed, sick, injured and aged animals; handle dead and decomposing animal carcasses; and, ensure animal shelter staff members are certified to perform euthanasia.

Supervise staff in the enforcement of quarantine and dangerous animal procedures to protect public health.

Supervise or assist in the supervision, training, assignments and coordination of the activities of volunteers and inmate work crews assigned to the shelter.

Work cooperatively with other law enforcement groups and animal related organizations when joint action is required.

Receive and classify stray and unwanted domestic animals, livestock and wildlife at the animal shelter and provide appropriate records.

Handle and impound large and small, domestic and wild animals in order to assure public safety and animal welfare.

Monitor and observe animals for signs of illness or injury and seek medical care when required or necessary; consult with veterinarian and/or Registered Veterinary Technician regarding health of animals and assist veterinarian during animal examinations.

Maintain records of special feed instructions for animals needing unique care.

Maintain inventory and records of food, equipment and shelter supplies.

Report complaints of potential violations to achieve compliance with pertinent State laws and local ordinances.

Answer questions and provide information to the public.

Build and maintain positive working relationships with co-workers, other County employees, volunteers, veterinarians, other animal groups and the public using principles of good customer service.

May be required to provide supervision to field operations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of animal care and control, including safety management, within an animal shelter operation.
- Federal, state and local laws, ordinances, and codes relating to the care, keeping, treatment and impounding of animals.

- Equipment, tools and materials used in the operation of an animal shelter, including animal care, feeding, handling, kenneling, adoption, euthanasia and disposal of dead animals.
- Causes, symptoms and safe handling of rabid and diseased animals; legal regulations, reports and procedures for handling suspected rabid animals.
- Principles of supervision, training and performance evaluation.
- Principles of budget monitoring.
- Legal liabilities and responsibilities of those concerned with the enforcement of animal control regulations, laws and care.
- Various breeds of animals and their care and feeding.

Ability to:

- Organize, implement and direct animal care operations and activities.
- Use chemical restraints, tranquilizers and traps; oversee and perform euthanasia of animals with drugs in a safe and humane manner.
- Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent County and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Resolve confrontations in a sensitive manner; exercise tact and good judgment.
- Ensure that all animals are cared for and handled properly.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Work shifts, standby, weekends and holidays when necessary or as assigned.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Maintain accurate records and logs common to animal shelter operation.
- On a continuous basis, know and understand all aspects of animal control operations; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information, problem solve animal shelter situations; and explain animal control related laws to the public.
- On an continuous basis, sit at desk or in vehicle for long periods of time; walk and stand during animal shelter activities; bend, squat, kneel or twist while working in animal shelter operations; perform simple and power grasping, pushing, pulling and fine manipulation. Intermittently twist to reach equipment surrounding desk; use telephone and write or use a keyboard to communicate through written means; and occasionally lift very heavy weight.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of experience in an animal care/protection agency, humane society, veterinarian office, or law enforcement agency performing animal care responsibilities, one year of which must be in a lead or supervisory capacity.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

- May require the possession of, or ability to obtain, a valid California state driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possession of, or ability to obtain prior to completion of the probationary period, a certificate in euthanasia procedures.
- Possession of a current California Registered Veterinarian Technician license is desired.



PLACER COUNTY
HUMAN RESOURCES DEPARTMENT
145 Fulweiler Avenue, Suite 200
Auburn, California 95603-4578

CIVIL SERVICE COMMISSION
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MEMORANDUM

To: Civil Service Commission
From: Lori Walsh, Human Resources Director
By: Natalie Wilhite, Human Resources Analyst
Date: April 10, 2017
Subject: Request for Classification Specification Revision – Environmental Health Technical Specialist

Recommendation

It is recommended that the Civil Service Commission approve the proposed revisions to the Environmental Health Technical Specialist classification specification.

Background

On April 19, 2016 the Board of Supervisor's adopted Ordinance 5819-B, to repeal and Re-Enact Placer County Code Chapter 8, Article 8.24, related to County Wastewater Regulations. As part of these regulations Placer County would no longer allow 'experimental septic systems' since they pose a danger to the health and safety of the public. Because experimental septic systems were no longer supported, the department felt strongly that reference to this should be removed from the Environmental Health Technical Specialist classification specification.

Basis for Recommendation

In an effort to comply with this ordinance, Human Resources worked with the program manager of the Environmental Health division of Health and Human Services. Upon consultation with the program manager it was revealed that the current job specification contained some outdated language related to the Placer County Ordinance, supervision received and exercised, the description of essential duties and that of license/certificate titles.

First, with respect to supervision received and exercised, as a stand-alone specialist classification this position operates independently with the community and with other County partners. The direct supervision of this classification can be from any related higher level management or supervising staff in order to meet the operational needs of the department.

In order to accurately reflect the work performed the proposed updated language clarifies outdated terminology and more clearly describes the essential duties. For example 'sewage' is an antiquated term; the industry now refers to it as 'wastewater'.

Updates to the Minimum Qualifications, specifically the experience and training requirements, are also being requested in order to be consistent with state industry standards. As an example we are recommending removal of reference to, Registered Sanitarian and Professional Soils Scientists since they are no longer designations in California. However, Environmental Health Specialist, Civil Engineers and Professional Geologist are current licenses recognized in California that represent this evolving profession.

For your Commission's consideration these class specification updates will allow us to better represent the job to potential applicants and ensure that we are in compliance with industry standards and Placer County Code. Attached for the Commission's information and consideration is a copy of the proposed revisions to this classification specification.

The Health and Human Services Department and the Placer Public Employees Organization have reviewed this information and support and concur with the Human Resources Department's recommendations.

Attachments:

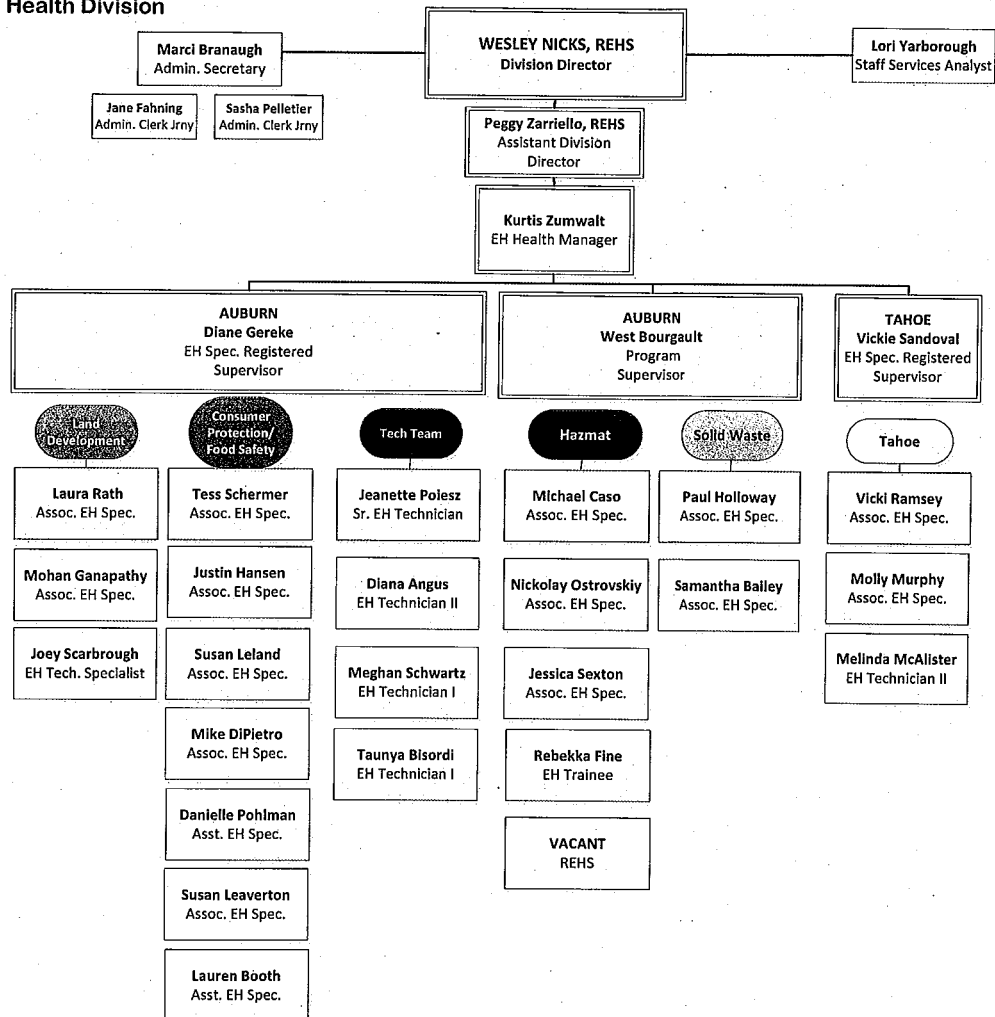
Attachment A – Organizational Chart

Attachment B - Updated Class Specifications

cc: Jeff Brown, Director of Health and Human Services
Wesley Nicks, Division Director of Environmental Health and Animal Services
James Britton, Business Representative, IUOE Stationary Engineers Local 39
Anthony Crans, Business Representative, IUOE Stationary Engineers Local 39



Placer County Health & Human Services Department
Environmental Health Division



ENVIRONMENTAL HEALTH TECHNICAL SPECIALIST

DEFINITION

To perform difficult and highly complex evaluations, investigations, inspections and engineering-related design, review and approval for duties in the administration the implementation and enforcement of Federal, State and local statutes, ordinances and regulations governing environmental health and sanitation; to encourage sound sanitary and ensure compliance with environmental health practices requirements enacted to protect the environment and the public health.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Supervising Environmental Health Specialist higher level management or supervisory staff.

May exercise technical and functional supervision over assigned technical, clerical and less experienced professional staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assess proposed subdivision developments relative to proposals to determine the feasibility of on-site sewage disposal, domestic availability of ground water development resources and potential impacts on to ground water quality, safety and noise.

Train and lead subordinate staff in environmental health plan review and enforcement activities.

Perform review of soil, geotechnical and hydraulic conditions pertaining to sewerage effecting onsite water disposal system design; review reports and provide guidance regarding onsite well development, contaminated soil and groundwater contamination and potential public health concerns for proposed land use changes; provide regulatory oversight of investigations and remediation, and solid waste sites activities for impacted sites.

Evaluate design of sewage wastewater disposal systems and inspect sewage wastewater disposal installations in complex cases.

Evaluate and approve drinking water well sites and inspect drilling and sealing of wells drinking water well installations in complex cases.

Provide instruction for correction of deficiencies and violations and recommend and/or design alternative methodologies for the public and staff Instruct public to take necessary corrective actions to correct deficiencies and violations.

Provide environmental health review in land use planning activities such as general plan amendments, variances, rezoning, conditional use permits and environmental impact reports.

Perform or review specialized geologic/engineering work on selected projects as needed.

PLACER COUNTY

Environmental Health Technical Specialist (Page 2)

Provide technical expertise and coordinate with others within the Environmental Health Division, other County departments and divisions and other public agencies as necessary. Prepare reports and make presentations at public meetings, including appeal hearings; prepare and maintain accurate records and files.

Process building permits for septic systems installations, septic system repairs, ~~experimental septic systems, private swimming pools,~~ and public and private ground water wells, and monitoring wells; ~~review waste and sewage disposal systems of existing dwellings;~~ review technical reports regarding geologic/engineering aspects of solid waste facilities and contaminated soil and ground water sites.

Respond to inquiries and complaints from the public; including at the public counter, by telephone, or in person at field sites.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of environmental planning and administration of environmental policies; land use planning and development; geology; hydrology; and/or soils science relative to sewage disposal, well construction, contaminated soil, and groundwater investigation and remediation.
- General principles of engineering, chemistry, biology and bacteriology.
- Principles and practices for the proper disposal of sewage wastewater on-site.
- Hardrock water well drilling practices and procedures.
- Provisions of the Subdivision Map Act.
- Provisions of the California Environmental Quality Act.
- Health and Safety Code of the State of California with reference to sewage disposal, and drinking water standards and local land development ordinances.
- Applicable regulations and standards issued by the Regional Water Quality Control Board and the State Water Resources Control Board.
- Basic principles of ~~public health as related to potential environment impact~~ environmental health and the potential impacts to public health.
- Modern office procedures methods and computer equipment.
- Principles and practices of work safety.
- English usage, spelling, grammar and punctuation.
- Statistics and statistical analysis and advanced mathematical calculations.

Ability to:

- Identify ~~significant~~ existing or potential environmental health problems and recommend appropriate action.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On an intermittent basis, sit at desk for long periods of time; stand at counter to answer questions of the public; walk, stand, kneel, climb, bend and reach while driving to/from field sites, inspecting sites and conducting various tests; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; differentiate between colors used on charts and maps; and occasionally lift moderate weight.
- Train, assign, review and assist in the evaluation of the work of subordinate staff.
- Research and interpret relevant codes, and regulations and the apply application of County policies and procedures.
- Plan and conduct multiple inspections; read and review blue print/~~blue lines~~ and plans; and maintain accurate ~~case~~ records.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruptions.
- Analyze situations quickly and objectively and determine proper course of action.
- Use general office ~~machines equipment~~ and technology efficiently.
- Communicate clearly and concisely, both orally and in writing.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey level planning experience with environmental and other land use activities, or as a Registered Environmental Health Specialist, ~~Registered Sanitarian, Civil Engineer, Soils Scientist, or an Engineeringa~~

PLACER COUNTY
Environmental Health Technical Specialist (Page 4)

Professional Geologist performing extensive land development and/or on-site sewage disposal work.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban, regional, or environmental planning; civil engineering; environmental health science; geology; hydrology or a related field.

License or Certificate:

Depending on area of assignment, may require possession of valid certificate of registration issued by the State of California as a/an:

- Environmental Health Specialist
 - Civil Engineer
 - ~~Professional Soils Scientist~~
 - ~~Certified Engineering~~Professional Geologist
 - ~~Registered Sanitarian~~
-
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.



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MEMORANDUM

To: Civil Service Commission
From: Lori Walsh, Human Resources Director
By: Kelly Tourville, Human Resource Analyst I
Date: April 10, 2017
Subject: Request for Retroactive Non-Competitive Promotion – Health and Human Services Department

Recommendation

It is recommended the Civil Service Commission determine whether a non-competitive promotion should be granted for an employee in the Human Services Division of Health and Human Services from the classification of Client Services Program Specialist I to Client Services Program Specialist II with an effective date of February 18, 2017.

Basis for Recommendation

On March 31, 2017 the Human Resources Department received a request from the Health and Human Services Department to non-competitively promote Shaena Kouza from the classification of Client Services Program Specialist I to Client Services Program Specialist II effective February 18, 2017. The original paperwork for this promotion was signed by the employee and the supervisor on or about January 6, 2017, however, it was not routed to Human Resources for processing at that time.

The Human Resources Department's established practice is to process non-competitive promotions effective the beginning of the pay period in which the paperwork is received; therefore, the non-competitive promotion has been processed with an effective date of March 18, 2017.

The retroactive pay request being brought forward for the Commission's review and consideration, if granted, would cover the period from February 18, 2017 through March 17, 2017 (pay periods 19 and 20).

Attachment

April 10, 2017

Retroactive Non-Competitive Promotion – Health and Human Services Department

Page 2

cc: Jeff Brown, Director of Health and Human Services
Linda Bridgman, Division Director of Human Services
James Britton, Business Representative IUOE Stationary Engineers Local 39

MEMORANDUM

Jeffrey S. Brown, M.P.H., M.S.W.
Department Director

Linda Bridgman, Division Director
Human Services Division

Date: March 31, 2017
To: Civil Service Commission
From: Linda Bridgman, Division Director *LB*
Subject: Request For Retroactive Non-Competitive Promotion For Shaena Kouza

The purpose of this memo is to outline the facts surrounding a request for a Non-Competitive promotion for Shaena Kouza, and to request that her Non-Competitive Promotion be effective 02/18/2017.

On or about 1/6/2017, Shaena Kouza, a Client Services Program Specialist I, met with her supervisor Patti Honstein for her evaluation. Per the supervisor and the employee, a Non-Competitive Promotion Memo was completed and signed on 1/6/2017 at the same time her evaluation was signed, which was not tied to a merit increase. The request was apparently misrouted or misplaced, and it was not discovered to be missing until March 30th, 2017, after the employee inquired with the supervisor on the status of her NCP increase. Neither the hard copy nor a scanned copy of the request was located.

Based on conversations with both the employee and the supervisor, I believe that the recommendation was completed by Shaena Kouza and her supervisor in January and was to be effective on 2/18/17 following passing probation on 2/8/17. The delay was no fault of the employee, and she had taken all required steps.

Had the recommendation been received by me in January, I would have concurred with the recommendation and forwarded the request to Human Resources, allowing Shaena Kouza to receive her promotion and pay increase effective 2/18/17. Ms. Kouza meets the minimum qualifications of the Client Services Program Specialist II and was assigned and has been performing the higher-level duties associated with this classification since that time.

I believe that Shaena Kouza has been disadvantaged by no fault of her own, and it is my recommendation that we pursue a retro-active non-competitive promotion on her behalf.

We are therefore requesting approval of a Non-Competitive Promotion for Shaena Kouza, retroactive to 02/18/17, to correct what appears to be a delay based solely on an unintentional administrative error.



MEMORANDUM

DATE: April 10, 2017
TO: Civil Service Commission
FROM: Lori Walsh, Human Resources Director
SUBJECT: Review of Merit Increases for Eligible Classified County Employees

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated April 10, 2017, pursuant to Section 3.04.650 of the County Code.